



Charlestown Township

11 General Warren Blvd., Suite 1, Malvern, PA 19355

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Road Event Application

General Instructions:

Applicants requesting a public road closure to host 5K runs, bicycle races or similar events for fundraising or other purposes must submit this application with related information for review to Charlestown Township prior to any action by the Board of Supervisors to authorize a road closure for the event.

Applications must be submitted 60 days prior to the proposed event and include:

Certificate of Liability Insurance: a certificate of liability insurance form naming Charlestown Township as additional insured covering the date of the event.

Map/Site Plan: A site plan defining the race route, traffic control cones, crossing locations, proposed parking and signage.

PennDOT Road Application Approval (if applicable)

Fire Police: Indicate whether traffic control services will be needed. Applicant agrees to pay for related costs of traffic control services.

Sample Notification Letter: If applicable, sample of letter to affected neighbors to be sent two weeks prior to the event.

Vendor List: If applicable, supply a list of vendors/contact information.

Completed Liability Release Form: Attached

Application:

Date of Application : _____ Name of Event: _____

Type of Event: _____ No. of Participants: _____

Applicant/Sponsor Name/Address/Contact Info: _____

Event Date(s)/Time: _____

If Fundraiser, for what organization? _____

Signature – Individual/Officer of Organization

Date

Approved by Township:

By: _____ Date: _____

Liability Release

I/We do release and discharge Charlestown Township from any and all claims of liability or causes of actions in law and equity arising from our activities listed above on this form and on Charlestown Township property.

I/We do also release and discharge all right of and claims for contribution and indemnification against Charlestown Township by ourselves or such claims by any third parties in the event it becomes necessary to join Charlestown Township as an added defendant in any action brought by ourselves individually or jointly as a result of the above described occurrences.

I/We also agree to indemnify and hold harmless Charlestown Township from any and all actions, claims and damages that Charlestown Township would be obligated to pay third parties from actions arising out of my/our use of Charlestown Township property.

I/We agree to comply with all ordinances, statutes and regulations of all local, State and Federal authorities. Failure to comply will result in revocations of our permit for use and may also lead to fines and penalties.

Signature – *Individual/Officer of Organization*

Date